

### **A Few tips for navigating the Payroll and Financial Center for Visually Impaired Users**

The menu for navigating around inside the system is all new. This is aptly called the Navigator. If you use screen access technology, here is how to get to the Navigator. Note that this uses some ARIA menu roles, so is more accessible once you know how to use it:

- Navigate to <http://link.ne.gov> and choose “Payroll and Financial Center”.
- Enter your sign on credentials.
- Now, the main PFC page appears. To easily get to the menu, press “F” until you hear “Navigator Submenu”. Note that, this submenu also appears in the JAWS Insert+F5 form field selection dialog.
- Press “Enter” on this field. You will be taken into Forms Mode.
- Navigate through submenus with Up and Down Arrow. Press “Right Arrow” on a sub menu that you want to open. Press “Enter” to activate a menu choice.

If you only want to look at leave balances and paystubs, this can still be achieved by the hotlinks that the State of Nebraska has placed on the Link site. To use these links, navigate to <http://link.ne.gov>. Near the bottom, there is a section called “Hot Links”. You will see links called “View Pay Stub” and “Review Leave Balances” respectively. Activate the desired link and sign on with your PFC credentials. The form appears. Use CTRL+Alt+L when you are done viewing the form. This will close the window. Answer “Yes” to the IE prompt to close the browser window.

If you are having difficulty using the Navigator, or other menus, here are a few things to try:

- Press CTRL+F5 and see if you can navigate again. If not, continue.
- Press Ensure that only one browser window is open. Press CTRL+Shift+Delete while in the browser. Uncheck the box that states “Preserve Web Site Favorites Data”. Check all the rest of the boxes and click “OK”.
- Close the browser and open it again. Attempt to navigate in the PFC again.